

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

January 4, 2007

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TITLE:	Adoption Negotiations Program Manager
POSITION NO:	30759
LOCATION:	Child and Family Services Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MEA/MFT
PAY GRADE:	15
STARTING SALARY:	\$33,460 - \$40,705 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Friday, January 19, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov

SPECIAL INFORMATION: 25% travel time required throughout Montana to provide training and attend meetings; must have a valid Montana driver's license; transports records and materials to and from training destinations and must utilize transport equipment such as a dolly/cart; must be able to lift 10-40 lbs; and must safeguard sensitive, confidential and protected health care information. This position is a mandated reporter of child abuse and neglect.

A resume is due at time of application.

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: Negotiates and renegotiates adoption assistance agreements with adoptive parents. Develops statewide policy and standards for adoption services (by integrating federal and state laws into department rules and policy), including, but not limited to interpretation, consultation, technical assistance, policy training, program research, evaluation and quality

assurance for adoption services and adoption subsidy. Collaborates with other DPHHS programs, private adoption agencies and state agencies to maintain relations and coordinate planning concerning adoption-related programs.

KNOWLEDGES, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledges: Knowledge of federal and state adoption regulations and adoption subsidy, ICAMA and ICPC program planning; principles of organizational development and improvements; child and family service systems and resources for adopted children and adoptive families; developmental and clinical issues common to adopted children and adoptive families; accepted standards of good social work practice in child protective services; federal, state and private funding sources and grants management practices.

Skills: Skill in organization and proficiency in the use of a personal computer, software packages including Microsoft Word, Excel and Outlook; analytical theory for researching and analyzing data and information; prepare professional reports, proposals and studies and recommend findings to management.

Abilities: The ability to establish and maintain positive and effective working relationships with diverse individuals and groups, including social workers, supervisors, program officers, fiscal officers, support staff, foster and adoptive parents and community professionals in delivering training; accomplish the goals and objectives of the Division, Bureau and Department; simultaneously manage and prioritize multiple tasks and projects under complex work demands; work independently with general supervision to set appropriate priorities for work completion; act with logical thinking, initiative and good judgment; communicate effectively both orally and in writing; and use consensus-building and collaborative methods to ensure effective service delivery.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in Social Work or a related human service field **AND** 3 to 4 years progressively responsible child protective services experience **OR** a Master's degree **AND** 3 years progressively responsible direct field experience in child protective services.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);

2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604;**
4. Supplemental questions; and
5. Resume is due at time of application.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

